



Development Permit No.	
Date Advertised	
Effective Date of Permit	
FOR OFFICE USE ONLY	

COMMERCIAL/INDUSTRIAL DEVELOPMENT PERMIT APPLICATION

1. GENERAL INFORMATION:

Applicant:			
Address:			
Town/City:	Province:	Postal Code:	
☎ P:		✉ E:	

If Different Than Above

Landowner:			
Address:			
Town/City:	Province:	Postal Code:	
☎ P:		✉ E:	

Landowner Consent Form Attached

2. PROPERTY:

Civic Address : _____

Legal Description: Plan: _____ Block _____ Lot _____ or, _____ - _____ - _____ - _____ - W5
Qtr Sec Twp Rge Mer

Land Use District: _____

3. TYPE OF DEVELOPMENT

- Commercial Industrial
- Accessory Building & Structures (L.U.B. 1088, Section 3-4, 3-5)
- Change of Use (L.U.B. 1088, Section 2-25)
- New Development (L.U.B. 1088, Section 4)
- Exterior Renovation with Architectural Controls
- Relocation/Demolition (L.U.B. 1088, Section 3-13)
- Signage
- Other

Proposed Development:

Site Plan Attached

4. FEES:

Application Fee	\$ _____
Development Deposit	\$ _____
Offsite Levies	\$ _____
Garbage Container	\$ _____
Construction Utility Fee	\$ _____
Variance	\$ _____
Other (_____)	\$ _____
TOTAL	\$ _____

Note: All fees are payable in full at time of application. The Development Permit Deposit is refundable upon completion of all the conditions of the Development Permit.

Estimated cost of the project (excluding land prices) \$ _____

The following information is for your understanding taken from Land Use Bylaw 1088:

The Applicant requesting a Development Permit shall ensure that:

- a) The Development conforms to the Land Use Bylaw, Hinton’s Municipal Development Plan, Minimum Engineering Design Standards, applicable Area Structure Plans or Area Redevelopment Plans, and any pertinent Infrastructure Master Plans as they pertain to Transportation, Water, Sanitary and/or Stormwater Management as amended;
- b) Development does not commence until a Development Permit has been approved and issued;
- c) All approvals, licenses or permits are obtained from regulatory departments or agencies, as required, prior to commencing Development;
- d) Copies of all approvals, licenses or permits issued for the Development are provided to the Development Authority;
- e) Copies of all approvals from the appropriate regulatory agencies are provided to the Development Authority.

EFFECTIVE DATE OF NOTICE

For the purpose of this Bylaw, notice of the decision of the Development Authority is deemed to have been given:

- a) In the case of the Applicant, five (5) days after the notice of decision has been mailed to the Applicant;
- b) In the case of public notice, on the date on which notice of the decision has been published in accordance with the ‘Notice of Decision’ (Section 2-34(b));
- c) In the case of an appeal to the IMARSDAB, the date upon the IMARSDAB renders a written decision approving the Development Permit application; or
- d) In the case of an appeal or leave to appeal to the Court of Appeal, the date the judgement or decision of the court is filed with the Court of Appeal allowing development to proceed pursuant to an approved Development Permit.

EFFECTIVE DATE OF DEVELOPMENT PERMIT

A Development Permit does not come into effect until twenty two (22) days after the latest of the dates set out in the ‘Effective Date of Notice’ (Section 2-35).

DEVELOPMENT PERMIT EXTENSION

The Development Authority may grant up to a six (6) month extension of a Development Permit at the request of the Applicant.

SUSPENSION OR CANCELLATION OF DEVELOPMENT PERMITS

Commencement of Development:

- a) A development permit shall lapse after one year from the date of issuance unless development has commenced on the site or a “Development Permit Extension” (Section 2-37) has been granted;

Additional Reasons:

- b) The Development Permit application contains any misrepresentation;
- c) The fees have not been paid or payment of the fees are returned “NSF”;
- d) Facts have not been disclosed which should have been at the time of consideration of the application for the Development Permit;
- e) The Development Permit was issued in error;
- f) The requirements or conditions of the Development Permit have not been complied with;
- g) The Applicant requests, by way of written notice to the Development Authority, the cancellation of the Development Permit provided that commencement of the use, development or construction has not occurred.

NOTICE OF SUSPENSION OR CANCELLATION

In accordance with Section 645 of the Act, if the Development Authority suspends or cancels a Development Permit, the Development Authority must provide notice of the suspension or cancellation of the application by notice, in writing, to the holder of the Development Permit.

CEASE DEVELOPMENT

Upon receipt of the written notice of suspension or cancellation, the Applicant must cease all Development and activities to which the Development Permit pertains.

I understand that I may be required to obtain permits pursuant to the *Alberta Safety Codes Act and Provincial Authorities*.

Signature of Applicant

Date

How do you wish to receive your notice of decision?

- Email Canada Post Pick up

This personal information is being collected under the authority of the Municipal Government Act, RSA 2000, Chapter M-26, and will be used for administering the affairs of the Town of Hinton and for the provision of services. This information is protected by the privacy provisions of the Freedom of Information and Protection of Privacy (FOIP) Act, RSA 2000, Chapter F-25. If you have any questions about the collection of this information, please contact the Town of Hinton FOIP Coordinator at 780-740-8059.

**This check list is a guideline only to assist in completing and submitting a complete application.
Subject to your specific development you may not need all of the items listed below.
Please consult with Planning & Development for clarification**

Development Permit Application shall include:		Yes	No	N/A
a)	A statement of intended uses of the proposed Development and an estimated completion date;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	A statement that the proposed development conforms with Land Use Bylaw Hinton's Minimum Engineering Design Standards and applicable guidelines and Infrastructure Master Plans;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c)	A copy of the Certificate of Title;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d)	A vicinity map indicating the location of the proposed development in relation to nearby streets and other significant physical features;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e)	<p>Site Plans showing all of the following:</p> <ul style="list-style-type: none"> i. North point and scale, ii. Legal description of the site, iii. Municipal address, iv. Lot lines with dimensions, v. Locations of all registered utility easements and rights-of-way, vi. Location, dimensions and height of existing and proposed Principal Buildings and Accessory Building/Structures, vii. Location of sidewalks and curbs, viii. Location of major landscaped areas, retaining walls, existing trees, buffering and screening areas, ix. Setbacks, shown and labelled, x. Layout of existing and proposed parking areas, driveways, paved areas, entrances and exits abutting streets and lanes, xi. Site topography, drainage patterns, grades and other conditions, xii. Location of existing and proposed municipal and private local improvements, <p>Any other pertinent information required by the Development Authority respecting the site</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f)	<p>Such other plans, photographs or other documents or information of any kind that the Development Authority in its sole discretion considers necessary to properly evaluate the proposed development, including but not limited to the following:</p> <ul style="list-style-type: none"> i. Plans showing elevations, floor plans and the perspective of the proposed development including a description of the exterior finishing materials and colour, ii. A Real Property Report to verify the location of an existing Building or development that is the subject of the Development Permit application, iii. Photographs showing the site in its current condition, iv. A description of how the form, mass and character of the proposed development will relate to neighbouring development, v. A detailed landscape plan showing tree planting/removals, grassed areas including the location and species of shrubs and trees, and playgrounds, vi. A detailed grading plan that aligns with Hinton's Minimum Engineering Design Guideline standards, vii. Emergency vehicle access and muster points, viii. Private or public transit routing, ix. The location of snow storage areas, x. A technical study prepared by a qualified professional that addresses the development or its impact on the community-at-large, including but not limited to geotechnical, floodplain, parking or noise attenuation studies, environmental impact assessments and traffic impact analyses, xi. A reclamation plan if major surface disturbance is anticipated, xii. Information showing that the Applicant has discussed the proposal with nearby Registered Owners, xiii. An economic analysis of the Development. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>